

536006/01/00

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: FLEET MANAGEMENT SUPERVISOR

DEFINITION

Under general supervision, to plan, assign, supervise and review the work of a crew of semi-skilled and skilled workers in the repair and maintenance of a wide variety of gasoline, diesel, and alternative fuel automotive, construction, and mechanical equipment; to assist with equipment specification preparation; and to do related work as required.

REPORTS TO: Fleet and Building Services Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet and Building Services Superintendent. Exercises general supervision over Service Writer and subordinate mechanics as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and procedures.
- Plan, coordinate, assign, supervise and evaluate the work of the Service Writer and both shifts of mechanics and skilled and semi-skilled workers engaged in the overhaul, maintenance, and repair of a wide variety of automotive, construction, and mechanical equipment; inspect work in progress and upon completion for compliance with policies, procedures, and standard trade practices.
- Prepare computer generated work orders and reports.
- Assist with development and review of heavy equipment bid specifications.
- Make initial inspections in difficult cases and diagnose mechanical defects; prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.
- Attend safety and staff meetings of City departments to survey customer satisfaction, respond to questions, and take necessary measures to improve service.
- Coordinate preventive maintenance program; prepare reports; maintain records of time, materials, and equipment used; order supplies and materials.
- Receive, investigate, and dispose of complaints.
- Coordinate equipment repair work with operating departments.
- Coordinate the establishment of and compliance with work methods and procedures with management staff.
- Inspect and certify equipment in accordance with State and Federal regulations.
- Ensure the adherence to safe work practices by shop personnel.
- Serve on City-wide Traffic Mishap Committee.
- Check and accept new equipment.
- Assist in budget preparation and administration.

- Supervise, train, and evaluate subordinates.
- Provide backup support to the Fleet Operations Manager as necessary.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials and tools of the automotive mechanic trade.
- Operating and repair characteristics of a variety of heavy automotive equipment.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles of gasoline, diesel, and alternative fuel engines.
- Principles and practices of supervision, training and performance evaluation.
- Personal computer operations and software applications.

Ability to:

- Plan, lay out and assign the work of skilled mechanics and other shop workers.
- Diagnose defects in and repair a wide variety of heavy automotive equipment.
- Maintain records and reports, using computers.
- Supervise, train, and evaluate subordinates.
- Work overtime and/or flexible schedule as required.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school.

Experience: Three years of experience as a journey level automotive mechanic including some supervisory experience. Computer experience required.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid, Class "A" Motor Vehicle Operators License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fleet Management Supervisor

TO: Fleet and Building Services Superintendent